

O365 MyAnalytics

MyAnalytics is an automated Microsoft tool that aims to support health and wellbeing and time management. MyAnalytics provides useful insights to increase focus, achieve work-life balance and improve work relationships and team collaboration.

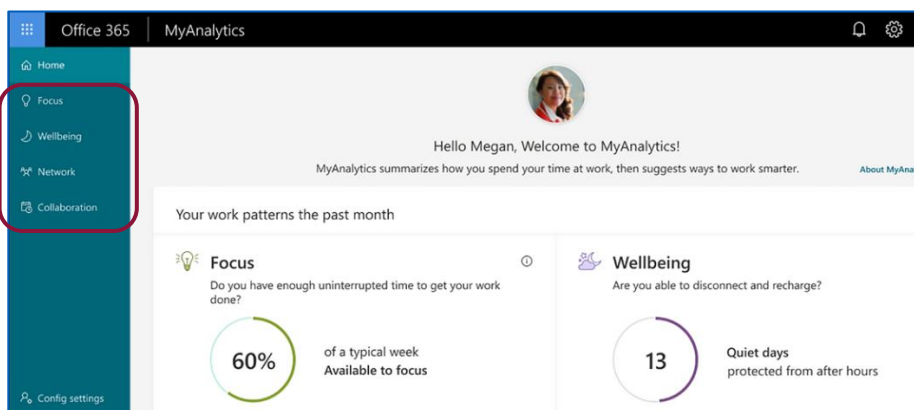
Quick Reference Guide

Dashboard

To open the personalised [MyAnalytics](https://myanalytics.microsoft.com) dashboard, visit <https://myanalytics.microsoft.com>.

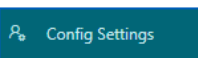
The dashboard displays work patterns over the past month to show focus and collaboration time, how many days you were able to disconnect from work and how effectively you network with co-workers.

- To view a more detailed insight into your dashboard select one of the top **four icons** on the navigation pane.

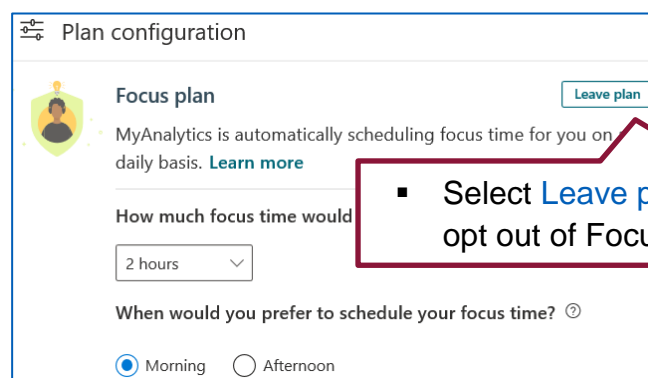
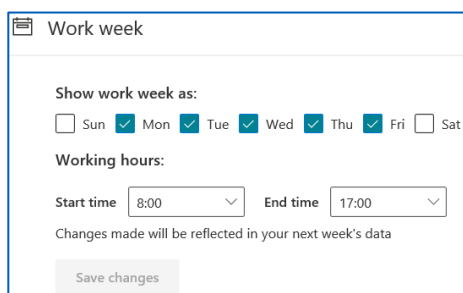


Dashboard Configuration

- To configure the dashboard, select the **Config Settings** icon at the bottom of the navigation pane.



- Update the **Work week** settings and plan in **Focus time** as required.

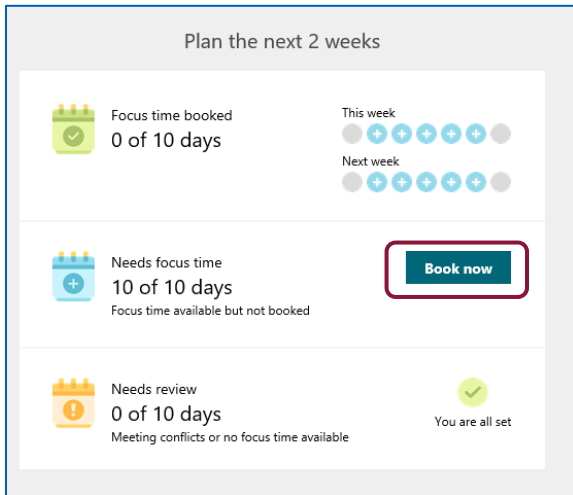


- Select **Leave plan** to opt out of Focus time.

Weekly Digest Email

The weekly digest email, sent by no-reply@microsoft.com, helps to understand work patterns and offers suggestions to improve them. This **digest email** offers a focus plan for the next two weeks, showing **focus time** currently booked and meeting conflicts that may need review.

- Select **Book now** to book focus time.



Settings

To opt out of the **weekly emails** and **dashboard** visit <https://myanalytics.microsoft.com>.

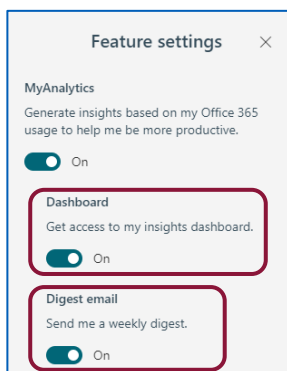
- Select the **Settings** icon in the top right corner of the page.



- Under **MyAnalytics** select **Settings**.



- This will display the **Feature settings**, toggle **Dashboard** and **Digest email** to **off**.



It may take up to a week for all changes to take effect.

To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk